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S E C R E T

HTA-AS-21
10 December 1957

MEMORANDUM FOR: All Personnel, HTAUTOMAT

SUBJECT: Film Handling

1. Recently the following extract of a portion of a memorandum from the Director of Operations was received:

2. "Information received from Eastman Kodak indicates that the subject duplicate positives are so badly mutilated and scratched that they are completely unsuited for production of additional duplicate negatives or other reproduction. Numerous dry scratches, running the entire length of the roll, were noted. Eastman Kodak representatives stated that irregular pattern of scratches and edge mutilations indicated the possibility that the material had been run across a tri-mat type viewing table without the use of edge guide rollers." All personnel are admonished to exercise greater care in the handling of duplicate positives or negatives in order to avoid scratching or mutilation of this extremely expensive and sensitive product.

3. In order to ensure that no damage to the original negatives occurs in the future, the HTAUTOMAT Master Files has been instructed not to release these transparencies to any personnel other than those of the Photo Lab and of SPB. SPB requires the original negatives in order to prepare Photographic Evaluation Reports (FE) for the Project Director. Only under extremely extenuating circumstances will the original negatives be used for study and then only with the prior approval of Messrs. Landell,

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Executive, HTAUTOMAT

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